1.0 Overview
1.1 In our journey to become Scotland’s leading University we must maximise the opportunities for staff and students to be creative, and to share and apply their knowledge. However, in doing so we must not lose sight of our Duty of Care to staff, students and visitors.

1.2 The University of Dundee recognizes the risks to personal safety when staff, students and visitors are within its premises or walking around its campuses and our duty of care requires us to manage these risks which include assault, intimidation, verbal abuse and injuries from accidents and fires.

1.3 This policy retains its objective to set out core hours for building use, and the requirements to be put in place regarding CCTV, swipe access, fire alarms and protocol to follow for access out with core hours.

2.0 Responsibility
2.1 Deans and Directors are responsible for the personal safety of staff, students and visitors from 8:00am to 6:30pm, Monday to Friday. (deemed the “core opening hours”). Deans and Directors may impose more restricted core opening hours if they wish, ensuring that they have fully notified Estates & Campus Services. Deans and Directors must ensure that all building users are aware of the core opening hours and that appropriate arrangements are in place to manage foreseeable events such as fire, accidents and illness. These processes should be overseen by the School Health & Safety Adviser where applicable. Examples of such measures include local arrangements for approved fire evacuation protocols and adequate cover of fire wardens at any given time, and robust building occupation management (such as signing in and out for visitors).

3.0 Staff and Research Post-Graduates
3.1 Staff and Research Post-graduate students will be given access to buildings they work in 24/7 and are required to follow the guidance in the staff H&S handbook (https://www.dundee.ac.uk/safety/handbooks/). The Dean or Director must arrange for a risk assessment to be carried out in accordance with the University’s Lone Working Policy 8-2002 (rev 10) prior to access being granted. This duty may be delegated to a suitable person but the Dean or Director will maintain overall responsibility for the assessment being completed. Where applicable, the assessment should be completed with the local Health & Safety Adviser. The assessment should be periodically checked or updated when known issues arise, for example developing medical problems which could make lone working a risk.
3.2 If a member of Staff or a Research Post-graduate student wishes to work out of hours they must ensure they have the necessary keys and if applicable intruder alarm code. ID cards must be worn at all times so that they can be easily identified by Campus Security patrols and other staff.

4.0 Undergraduate and Taught Post-Graduates

4.1 Undergraduate or Taught Post-graduate students are only allowed access to specific buildings out of hours as detailed in section 12 where times and types of access are allowed. The University has ensured that there is adequate supervision in these buildings to enable such students to access and use these areas. Under no circumstances should Undergraduate or Taught Post-graduate students be given access to other buildings Out of Hours either by having their cards activated, or with additional issue of keys.

5.0 Definition of Out of Hours

5.1 For the purposes of this document ‘Out of Hours’ working times across the main city campus* are regarded as:

- Monday to Friday after 1830hrs to 0800hrs

Deans and Directors may impose more restricted core opening hours which create longer Out of Hours periods if they wish, ensuring that they have fully notified Estates & Campus Services.

5.2 It should be noted that on University Institutional Closure Days all buildings will be closed* and access to property will be entirely prohibited without prior agreement between the Dean / Director and the Director of Estates & Campus Services in advance and with exceptional relevant protocols being approved and in place.

5.3 *The only exception to this approach is the main Library which operates a separate opening hours policy as the building is always appropriately staffed for this purpose. The Main Library opening times are published on its web page.

6.0 Procedure to Obtain Out of Hours Access for Staff and Research Post Graduates

6.1 Permission for out of hours access may be authorized by the Dean or Director. Each school or directorate should hold an Out of Hours Access Request form which must be completed and signed and retained by the School / Department, noting any specific conditions regarding individual or procedural risk (e.g. health concern or activity concerns). Examples of such forms are in appendix B.

7.0 Procedure for Remaining at Work during Out Of Hours

7.1 When a member of staff or Research Post Graduate Student with out of hours access wishes to remain in their place of work after the normal building lock-up time they must:
a) Ensure that they have completed the relevant School authorisation forms as noted above and these have been signed off by the Dean / Director and that all appropriate risk assessments and / or lone working protocols are in place. This duty may be delegated to a suitable person but the Dean or Director will maintain overall responsibility for the assessment being completed.

b) Ensure they have the necessary keys, their University staff card and, if applicable, the building intruder alarm code with them.

7.2 All staff, students, visitors and guests are completely prohibited from sleeping in any spaces on the campus at any time, especially overnight, and this includes sleeping in their own cars. Any staff or student that finds themselves stranded at the Campus should make arrangements to stay overnight in appropriate accommodation (e.g. hotels) off campus. In the event of a major incident that prevents people from being able to make their way to appropriate accommodation, the University will invoke their Disaster Recovery Plans and instruct those stranded in what to do (e.g. temporary shelters in designated buildings etc).

8.0 Procedures for Leaving University Premises

8.1 All Staff and research Post-Graduate Students are responsible for security and safety in the area they are working. When they leave they must:

a) Ensure all equipment in the working area is switched off, including office lights, fans, heaters, photocopiers, etc and lock up cupboards, key cabinets and office doors.

b) Before leaving, any faults on equipment or services failure should be reported to the Security Control Centre who will contact the relevant on-call engineer for advice.

c) Set all alarms as required

d) Exit the building via the main entrance and ensure that all doors are properly closed behind them. Do not use fire escapes during Out of Hours.

9.0 Withdrawal of Privileges

9.1 Where any member of staff or student is found to contravene the Out of Hours Access Policy or procedures, access will be suspended immediately and a report submitted to the Dean of School or Director / Head of Department for formal investigation from which the member of staff / student may also be subject to staff management or disciplinary procedures.

10.0 Loss / Theft of Keys

10.1 Any loss or theft of keys must be reported to Security staff immediately.

10.2 Any loss or theft of University identity cards must be reported to the Dean of School or Director / Head of Department immediately so that local building management systems can delete the card details.
11.0 Staff Welfare

11.1 The Dean or Director must also give consideration to working time directives in particular to staff health and welfare in relation to the amount of hours worked by individuals. If staff are required to work excessive hours on a regular basis, a review of workloads should be undertaken in consultation with the relevant staff member. Trade Unions may be consulted where applicable.

11.2 Where the nature of the work requires occupational health surveillance or the applicant has a condition which may impair their ability to work alone safely, the University Occupational Health Service is to be consulted. Where an individual has disclosed that they have accessibility issues, a Risk Assessment and a Personal Emergency Evacuation Plan (PEEP) must be carried out. A copy of the PEEP should be forwarded to the Security Control Centre by the Dean or Director (or other delegated responsible person) and a further copy should be passed to the local health and safety adviser where applicable.
### 12.0 Building Opening Times for Undergraduates and Taught Post Graduate Students.

<table>
<thead>
<tr>
<th>Area</th>
<th>Monday to Friday (with exception of University Institutional Closure Days)</th>
<th>Weekends (with exception of University Institutional Closure Days)</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Learning &amp; Teaching facilities within buildings (other than noted below)</td>
<td>0800 - 1830</td>
<td>Not available</td>
<td>All staff, and all student types</td>
</tr>
<tr>
<td>The Tower</td>
<td>0800 – 1900</td>
<td>Wednesday 1300 - 1900 Saturday 1300 - 1700</td>
<td>All staff, and all student types, plus public visitors to exhibition areas or by invitation out of hours.</td>
</tr>
<tr>
<td>Library</td>
<td>Generally 0700 – 0230, but varies during exams and holidays. Check Library for details.</td>
<td>Generally 0930 – 0230, but varies during exams and holidays. Check Library for details.</td>
<td>All staff, and all student types with appropriate pass.</td>
</tr>
<tr>
<td>Queen Mother Building</td>
<td>Weeks 3 to 8 (SEM 1); Weeks 15 to 22 (SEM 2); and the Easter Break: 18h00 to 21h00</td>
<td>Weeks 3 to 8 (SEM 1); Weeks 15 to 22 (SEM 2); and the Easter Break: 12h00 to 21h00</td>
<td>All staff, and all student types with appropriate swipe access but must ensure that they sign in at</td>
</tr>
<tr>
<td></td>
<td>Weeks 9 to 11 (SEM 1); Weeks 23 to 25 (SEM 2); Weeks 26 to 27 (SEM 3): 18h00 to 23h00</td>
<td>Weeks 9 to 11 (SEM 1); Weeks 23 to 25 (SEM 2); Weeks 26 to 27 (SEM 3): 12h00 to 22h00</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Opening Hours</td>
<td>Weekend Cover</td>
<td>Access Restrictions</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------------------------------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dalhousie Building</td>
<td>0800 – 2100 although some special events may be programmed longer, check events for details.</td>
<td>Typically closed or 0800 – 2100, booking dependent only.</td>
<td>All staff, and all student types with appropriate pass Monday to Friday and public pre-registered with an event. Weekends by prior registration for events only.</td>
</tr>
<tr>
<td>Duncan of Jordanstone: Matthew and Crawford Buildings</td>
<td>0800 – 2100</td>
<td>0800 – 1700</td>
<td>All staff, and all student types with appropriate pass.</td>
</tr>
<tr>
<td>School of Life Sciences: MSI, Welcome Trust Biocentre, Discovery Centre, and Sir James Black Building</td>
<td>0800 – 2100 (with additional security throughout night to 6am)</td>
<td>0800 – 2100 (with additional security throughout night to 6am)</td>
<td>Restricted to approved staff and Research Post Graduate Students only out of hours, with the exception of public accessible exhibition areas in the MSI.</td>
</tr>
<tr>
<td>Bonar Hall</td>
<td>Daytime management via DUSA, noting that undergraduate students have access unsupervised from 1800 – 2200 so long as bookings have been approved via formal DUSA and/or University Clubs and Societies protocol AND Access will only be provided for groups of 3 or more and one member of the club / society must be present and that at least one committee member present must have completed specialized fire and first-aid response training through DUSA prior to booking.</td>
<td>As approved only.</td>
<td></td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>Daytime management of this building is via Chaplaincy staff. Out of hours access by staff, students and members of the public is by prior arrangement only and requires signing of an occupancy agreement, adherence to specific terms and conditions and completion of an induction session with Chaplaincy staff.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Access for all Staff and Research Post Graduate Students is 24/7 to their relevant buildings where permission has been granted by the relevant school or directorate in accordance with the relevant clauses of the Out of Hours Policy.
Appendix B

Out of Hours Request Form

Lone Working Request Forms can be found at https://filemaker.dundee.ac.uk/fmi/webd and can be used as part of the internal process for Out of Hours Requests.